

Functional Series 100
Agency Organization and Legal Affairs

INTERIM UPDATE 04-04

SUBJECT: Procedure for Requesting Clearance to Accept Complimentary Invitations to Attend Widely Attended Gatherings

REVISED MATERIAL: This notice supercedes, in its entirety, the notice on the same subject issued 6/30/2004. This notice is to inform employees of the procedures they must follow in order to obtain permission to attend certain events at no cost.

EFFECTIVE DATE: 07/01/2004

POLICY

USAID/General Notice
GC/EA
07/02/2004

SUBJECT: Procedure for Requesting Clearance to Accept Complimentary Invitations to Attend Widely Attended Gatherings

This notice supercedes, in its entirety, the notice on the same subject issued 6/30/2004.

Government-wide rules prohibit government employees from accepting gifts from outside sources under many circumstances. These rules can be found on the GC/EA website, as well as in §2635.204 of the Standards of Ethical Conduct for Employees of the Executive Branch. One potential exception to this prohibition is the acceptance of an invitation to attend a widely attended gathering at no cost to the attendee. Employees may be cleared to accept such an invitation if it is determined that their attendance would be in the Agency's interest.

Widely attended gatherings are those events attended by a large number of persons and at which persons with a diversity of views or interests are present.

This notice is to inform employees of the procedures they must follow in order to obtain permission to attend certain events at no cost. Employees may attend without permission in their personal capacity (i.e., unofficially) if they pay the face value of the ticket themselves. Although the same ethics rules apply for employees assigned overseas, the procedures these employees are to follow are different. Overseas employees must consult with their Regional Legal Advisors in order to request clearance to accept complimentary invitations to widely attended gatherings.

The procedure for USAID/W employees is as follows:

1. When an employee receives an invitation and wishes to attend the event, at no cost, he/she must contact GC and provide a statement as to why his/her attendance is in the Agency's interest. The employee must include basic information on the event, including: what, when, where, purpose, and must provide a reliable point of contact. GC determines whether attendance is permissible from an ethics standpoint, in reference to conflict of interest rules.
2. If invitees are below the Deputy Assistant Administrator level, they must get Deputy Assistant Administrator or Assistant Administrator endorsement. If there are multiple invitees from one Bureau or Office, the Deputy Assistant Administrator or Assistant Administrator needs to prioritize.
3. All requests must be turned in to GC/EA no later than seven days prior to the event in question.
4. If GC/EA determines that the employee's attendance at the event would not result in a conflict of interest, GC/EA will forward the employee justification statement to ES.
5. The Executive Secretary determines whether the employee's attendance at the event is in the Agency's interest, and which employees may attend.
6. Attendance at an event without approval from GC and ES will result in the employee being held responsible for the face value of the ticket, as well as facing potential disciplinary action.

Point of Contact: Any questions concerning this Notice may be directed to Dan Stoll, GC/EA, (202) 712-1076.

Notice 0706

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